

STATE OF MICHIGAN INTERNSHIP PROGRAM
UNPAID INTERNSHIP DESCRIPTION



INTERNSHIP HOST INFORMATION

State Department / Agency: Michigan Department of Corrections

State Division / Office: Recruitment

Location of Internship: General Office Building, Lansing, MI.

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: 15-20 hours per week.

PREFERRED EDUCATION

Major / Minor: Social Sciences

Level of Education: Undergraduate

Preferred Skills / Qualifications:

- Computer skills, communication skills, excellent word processing and data base skills, good writing and telephone skills, ability to work with diverse groups of people, ability to multi task, self-motivator
- Students cannot have any felonies, misdemeanors of assault, domestic violence, and/or drug-related convictions.

Through this internship, student intern will develop or further strengthen the following competencies:

<input type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Recruitment Intern

Intern Responsibilities / Projects:

- Assist with interview process
- Corresponding with various audiences through US mail and email
- Assist with Recruitment Partnerships
- Conduct research and develop list of recruitment sites for posting recruitment options
- Assist in project management of Corrections specific career events
- Help identify marketing strategies for Corrections recruitment
- Assist with development of internship programs throughout Department of Corrections
- Other duties/projects as assigned
- Entering and managing information in database system
- Administrative duties as needed within an office setting (filing, managing in-coming phone calls)

APPLICATION PROCESS

With questions or for more information about the State of Michigan Internship Program, please contact:
Brian J. Partie, Jr. Senior Career Consultant – College / University Relations
Career Services, Civil Service Commission, 517-373-3811, partieb@michigan.gov

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Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).

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